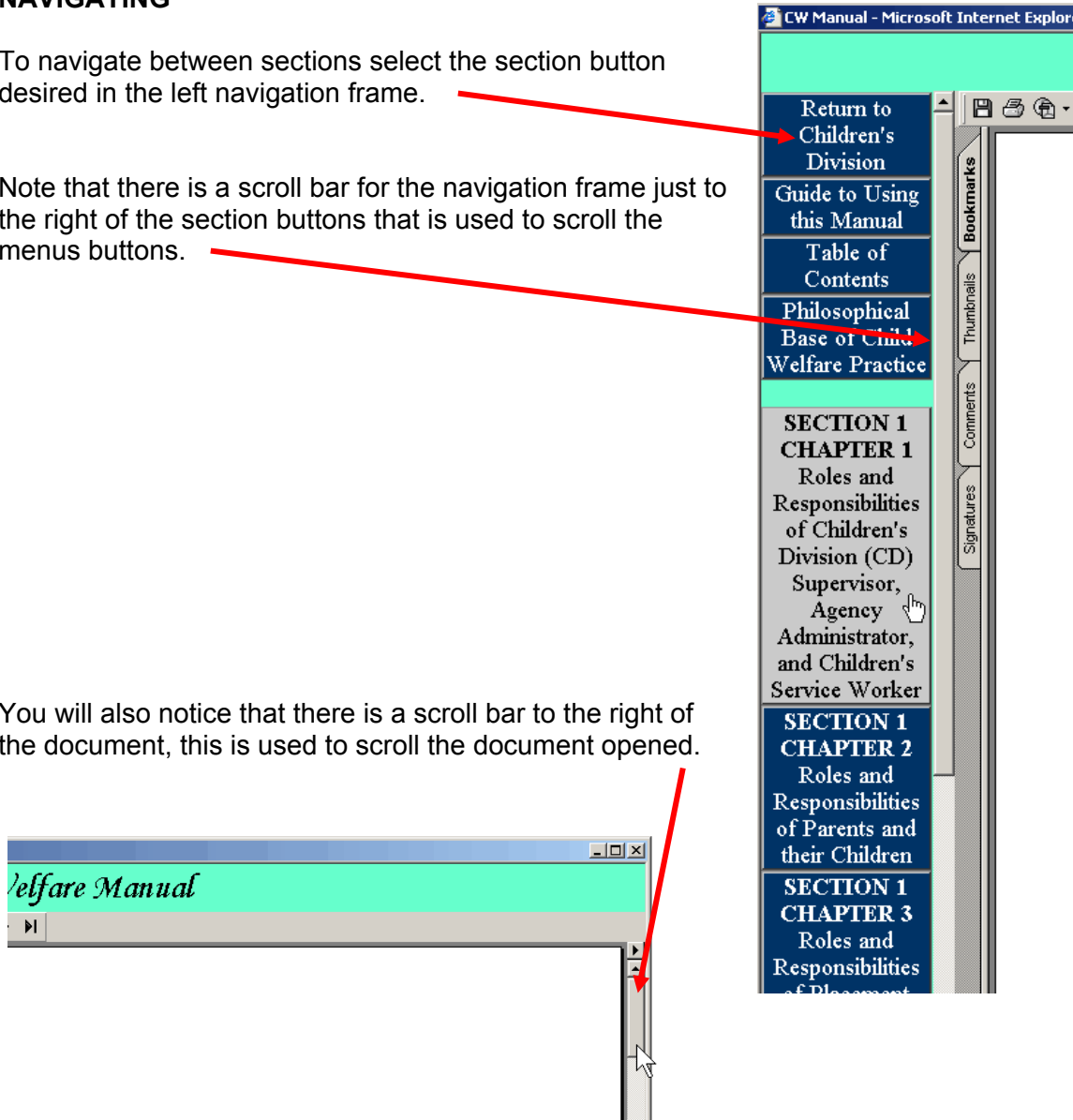**GUIDE TO USING THIS MANUAL**

The Child Welfare Manual sets forth policy and procedures which are intended primarily for social work with families. Such policy and procedures cannot be accurately applied to all situations. The Manual provides procedures, which should be followed in 85-100% of the Division's work with families. In situations in which staff does not follow the procedures of this Manual they will be expected to obtain supervisory approval, noting the supervisory waiver, in the individual case record.

NAVIGATING

To navigate between sections select the section button desired in the left navigation frame.

Note that there is a scroll bar for the navigation frame just to the right of the section buttons that is used to scroll the menus buttons.

You will also notice that there is a scroll bar to the right of the document, this is used to scroll the document opened.

CW Manual - Microsoft Internet Explore

Return to Children's Division

Guide to Using this Manual

Table of Contents

Philosophical Base of Child Welfare Practice

SECTION 1 CHAPTER 1 Roles and Responsibilities of Children's Division (CD) Supervisor, Agency Administrator, and Children's Service Worker

SECTION 1 CHAPTER 2 Roles and Responsibilities of Parents and their Children

SECTION 1 CHAPTER 3 Roles and Responsibilities of Placement

Bookmarks
Thumbnails
Comments
Signatures

Welfare Manual

PRINTING

To print the section that you are in left click the printer icon at top of the document frame. You will get the standard windows printing window that you would see if you were printing from Word, Outlook.
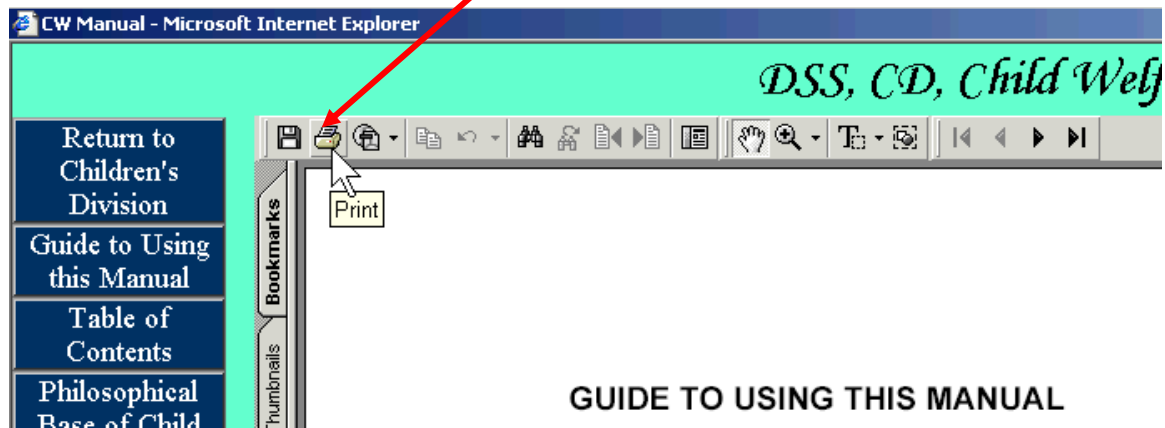
SEARCHING

To search present section that is open by left clicking on the binoculars at the top of the document frame.
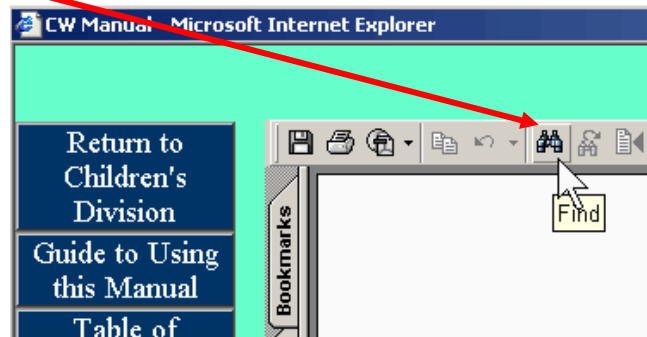
MANUAL COMPONENTS

The Manual begins with a preface which contains acknowledgments and the philosophical base of The Division.

The guide to using this manual follows.

The body of The Manual is represented by seven major sections.

The seven major sections which represent the body of the Manual:

- **SECTION 1:** Roles and Responsibilities of Team Members
  Describes the role and responsibilities of team members.

- **SECTION 2:** Intake

Includes policy and procedures, which are to be utilized in the investigation and assessment of child abuse and neglect reports.

- **SECTION 3:** <u>Delivery of Services/Intact Families</u>
Contains the policy and procedures, required for the delivery of services to children and families.

- **SECTION 4:** <u>Out-of Home Care</u>
Focuses on policy and procedures for case plan development, placement selection and permanency planning for families with children in out-of-home care.

- **SECTION 5:** <u>Case Recording and Confidentiality</u>
Policy and procedures for case recording and confidentiality.

- **SECTION 6:** <u>Resource Development</u>
Procedures which are to be followed in kinship, foster and adoptive family assessments. Included also, are procedures for recruitment, and processing circuit court requests for assessments relating to divorce and other child custody matters.

- **SECTION 7:** <u>Glossary and Reference</u>
Terms in this section are legal, medical, psychological, and practice terms commonly used by the Division. The reference materials in this section are on a variety of subjects that supplement the policy and procedures covered in this manual.

Section/Chapter Page Headings

All section/chapter page headings have a page heading which contains the following:

Manual title;

Section title;

Chapter title;

Effective date of the policy or procedure; and

Page number.

Section Overview

Each section has a brief introductory overview summarizing the section's major topics.

Chapter Overview

Each chapter has a brief introductory overview summarizing the chapter's major topics.

Chapter Attachments

Some section chapters have attachments that relate to the particular subject of the chapter. These are lettered alphabetically and immediately follow the chapter.

Chapter Numbering System

Each chapter is divided into paragraphs, which explain the policy and procedures. Numerical notations precede the paragraphs and are used to organize the material. The first digit identifies the chapter in which the paragraph is found. A decimal point follows this. The following number divides the chapter's contents into topics relating to the overall chapter subject. A decimal point follows. The next number further subdivides a particular topic.

An example of the Numbering system found in Section 3 Chapter 7:

7.1 Policy Requirements Relating to the Evaluation
7.2 Evaluation of the Treatment Plan
    7.2.1 When Progress is Lacking
7.3 Reassessment

NOTE

Major policy statements are introduced by the word **NOTE** for the quick reference by staff. An example of Note:

NOTE: If we place a child with an emergency resource family or a regular resource family where the placement is intended to be less than two (2) weeks, the Children's Service Worker will complete the CS-44.

Related Subject

Refers reader to an example of a related subject. An example of Related Subject:

Also included in the medical record should be a copy of the log of illnesses, medications, and the amount given, visits to physician/therapist, and the purpose of the visit. The medical log should be kept by the placement provider and submitted to the Children's Service Worker for inclusion in the child's record on a monthly basis.

Related Subject: Section 5, Chapter 1, Documentation and Record Maintenance.

Revisions

Revisions to reflect a change in the law, policy, or procedure will be disseminated by cover Memorandum as needed, under the title "Revision of Child Welfare Manual."

Policy Clarification and Assistance

Assistance in using the Manual, questions or clarification of policy and procedures, and suggestions for improvement should be brought to the attention of the appropriate Children's Division Program Manager and their unit using normal supervisory channels.